

**PROPOSED  
MARSHALL UNIVERSITY BOARD OF GOVERNORS**

**Policy No. FA-6**

**CLASSIFIED EMPLOYEE SALARY POLICY**

**1 General Information:**

- 1.1 Scope: Policy regarding salary increases for classified employees.
- 1.2 Statutory References: W. Va. Code § 18B-9A-1 et. seq, 18B-9A-7
- 1.3 Passage Date:
- 1.4 Effective Date: Upon Passage.
- 1.5 Background: Modified policy to address new classification/compensation system authorized in HR 2542 (2017-09-02). Added “across-the-board” as an alternative to the previous method of distributing increases (2013-09). Removed references to MCTC and republished on 10-Sep-2013 as per BOG resolution. This original policy was required under W. Va. Code §18B-9-4 and 18B-9-5.

**2 Policy:**

- 2.1 With funds allocated by the Marshall University Board of Governors (the “Board”) for general salary increases for classified employees, Marshall University shall fund classified employee salary increases in the following way:
  - 2.1.1 Pay grade minimum salary increases – Any classified employee with a salary below the minimum salary for the employee’s pay grade on the Marshall University approved salary schedule shall have his salary increased to that “minimum” salary.
  - 2.1.2 Across-the-board increases -- As an alternative to the procedure described in Section 2.1.1 or as an additional increase, the President may recommend to the Board a plan for salary increases for classified employees that provides for across-the-board increases.
    - 2.1.2.1 Across-the-board increases may take the form of each classified employee receiving the same monetary dollar amount increases (adjusted by the employee’s full-time-equivalent employment percentage) or each classified employee receiving the same percentage increase on the employee’s regular base salary.
    - 2.1.2.2 An across-the-board increase recommendation to the Board may include exempting certain recently-hired employees. “Recently-hired” shall be defined in the recommendation, which may exempt employees whose current employment by the University began up to 6 months prior to the date of the salary increase.
- 2.2 Any recommendation to the Board to award a general salary increase to classified employees will include:
  - 2.2.1 The methodology (i.e. pay grade minimum increase or the amount of the “equal dollars” or equal percentage” increase) for the increase,
  - 2.2.2 The order of this increase and any other increase awarded as the same time,
  - 2.2.3 A description of any exemption for recently-hired employees (if an across-the-board increase),
  - 2.2.4 An estimate of the number of classified employees receiving the increase, and

- 2.2.5 The expected total cost of the increase.
- 2.3 The overall goal for salary increases for classified employees is to provide appropriate compensation to classified employees. Nothing in this policy shall be construed to require the Board to provide salary increases, except that the Board shall ensure that all mandates, deadlines, or timetables established by any relevant governing authority and in effect at the time of any increase shall be followed.
- 2.4 Although the classified employee pay grade salary ranges include minimum, midpoints, and maximum salaries, the policy of the Board is that general salary increases for adjustments within a paygrade except for an across-the-board increase described in section 2.1.2 shall occur only after the approval by the Board of a specific policy specifying procedures for such increases.